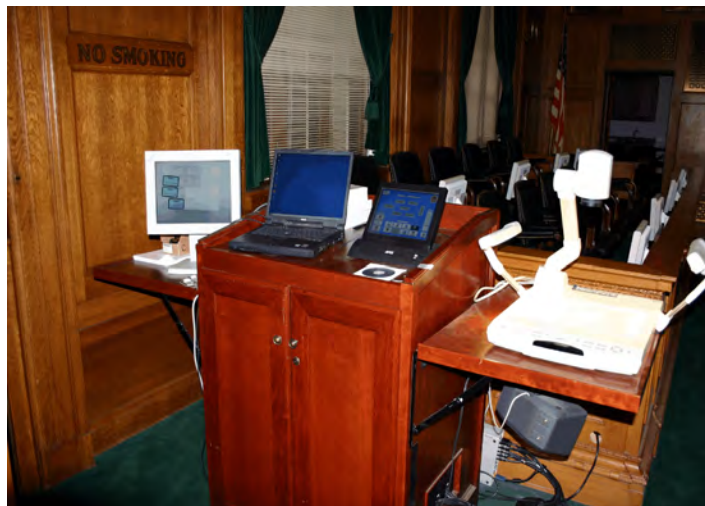


# Courtroom Technology

## Attorney Reference Guide



U. S. District Court  
Western District of North Carolina



Charlotte Federal Courthouse.  
Courtroom #2

## Introduction

The U.S. District Court for the Western District of North Carolina is proud to announce a new service to members of the bar. Evidence presentation equipment is now available to any member of the bar practicing in the Western District of North Carolina. Courtroom #2 in the Federal Courthouse in Charlotte, NC has the following equipment available:

- An evidence presentation cart equipped with an evidence camera, annotation monitor, control panel, VCR, and auxiliary connections for a laptop.
- An annotation monitor on the witness stand as well as the evidence podium.
- A document camera located on the evidence podium.
- Each counsel table is equipped with two monitors, a laptop connection, and an audio connection. For larger trials, additional monitors can be added.

The system is designed to allow evidence to be displayed throughout the courtroom on various monitors located on the judge's bench, the clerk's bench, the witness stand, the presentation podium, the jury box, and the counsel tables.

**Attorneys planning to use the equipment for a court proceeding are encouraged to contact court staff in advance to inquire about training. Practice sessions and testing of the equipment MUST occur prior to the day of a scheduled court proceeding, as the courtroom and court staff will not be available on the day of the proceeding.**

*You can register for training on-line at <http://www.ncwd.uscourts.gov/>*

# System Components

## 1) Evidence Presentation Podium



- *Evidence Camera*
- *Annotation Monitor*
- *Control Panel*
- *VCR*
- *Connection for Laptop*

- Evidence Camera



How to use the camera.

- 1) Turn on the evidence camera by pressing the “POWER” button.
- 2) Turn on the lamps as needed.
- 3) Place the object face up on the platform.

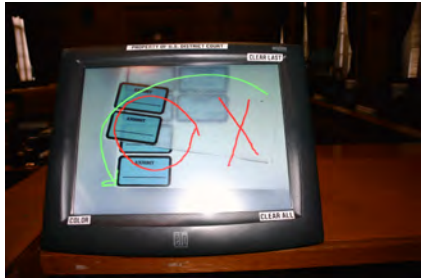
**NOTE:** Camera can also be adjusted to show flipcharts or larger items that will not fit on the platform.

- 4) Adjust the zoom/focus to obtain the optimum size and clarity.
- 5) Press “Doc Cam” button on the control panel of the podium.

### TRANSPARENCIES

- 6) Press the “LAMP” button until the base lamp is on.

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Annotation monitor

The Annotation monitors (located at the witness stand and the evidence podium) can be used to make notes on the screen. The notes on the annotation monitor are done with your finger. **NO INSTRUMENT OF ANY KIND MAY BE USED ON THE ANNOTATION MONITORS, AS IT WILL SCRATCH THE SCREEN.**

Touching the top right corner of the screen ERASES the annotations one at a time, beginning with the most recent.

Touching the lower right corner of the screen ERASES ALL annotations.

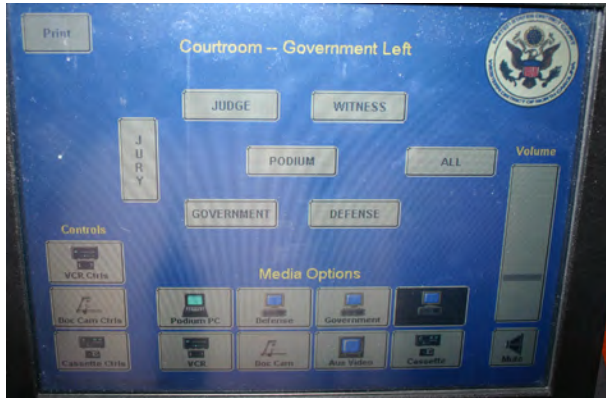
Touching the lower left corner of the screen allows color selection. The swatch that appears on the screen will be the active color and it changes as the corner is touched.



- Control Panel

The control panel is used to select the video source of the images shown on the monitors.

Touch the “POWER OFF” button (lower right corner) to turn on the main power.



From the main page, select which side of the courtroom is the prosecution.

Touch the court seal to return to the main page.

Select a video input by touching it on the screen.

Volume and which monitors receive the video can also be selected from here.



For example, The document camera can be controlled from the control panel screen. Just touch the “doc cam” button.

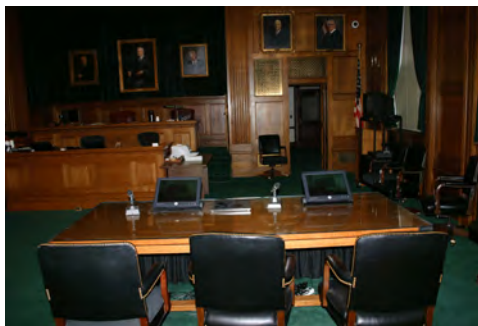
You can also control the VCR and Cassette deck from the control panel screen.

There is also a cable available for a laptop at the podium.

Be sure to return to the main screen and power off the system when you are done.

## 2) Counsel Tables

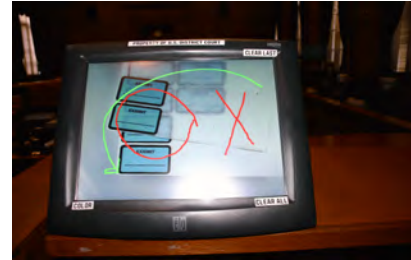
- Two Monitors
- Two Microphones
- PC video Connection
- PC audio connection





To Connect a laptop to the Evidence Presentation System:

- The laptop must be off when connecting it to the system.
- Brings the VGA and audio cable up from under the counsel table.
- Connect the cable to the laptop.
- Turn on the laptop.
- Select the counsel table from the control panel.



### 3) Witness Stand

- Witness has an annotation monitor

**NOTE:** Only use the finger on the Annotation Monitor . YOU MUST NEVER USE A PEN, COIN, KEYS, ETC.

### 4) Jury Box

Eight monitors for the jurors to view evidence.



To reserve this equipment or to receive training, please register on our web site.

<http://www.ncwd.uscourts.gov>